

## Executive Director's Report December 10, 2003

*Enclosed are the action items for the next meeting, Tuesday, December 16, 2003 at 9:30 a.m.*

### Office Operations

- Campaign Finance Software for 2004 is now available. The Secretary of State's Office made many beneficial improvements to the software. The Campaign Finance Software handbook of instructions for electronic filing will be completed shortly.
- Secretary of State Brewer issued a press release for the next Commissioner appointment. The Commissioner application and requirements are posted on the web site and distributed to interested parties.
- Establishing a high density filing system, a file room and a public access computer. New filing system will be completed by the end of January.

### Voter Education

- Candidate Statement Pamphlet: Contract for Graphic Designer awarded by State Procurement Office to Tieken Graphic Design. Working with Tieken on process for use of digital photos in pamphlet, and designing the camera-ready pamphlet that will be sent to printer.
- Next candidate training class will be in Phoenix on December 10, 2003. 15 people have signed up to attend the training. Ads for training classes will continue to run in *The Capitol Times*; from January thru March 2004, ads for the training will run in *The Arizona Republic* and *Tucson Citizen*; and post card notices will continue to be mailed to candidates who have not attended the training as they file their Statements of Organization.
- Working on the training classes to be held specifically for campaign treasurers. Will seek a representative from the Secretary of State's Office to present the training together because the training will involve training on the campaign finance software. The Secretary of State's Office training classes began in November and will be offered throughout the State.
- Public Relations Contract ends in March 2004. RFP for new PR contract being drafted for future Commission consideration of Scope of Work.

### Enforcement & Litigation

- On December 3, 2003, Yuri Downing moved to dismiss his appeal. The Administrative Law Judge issued a recommendation to the Commission to accept the Appellant's motion to dismiss the appeal. The matter will be on the next meeting agenda for approval.
- Completed RFP for audit services. State Procurement will be at the next meeting to advise the Commission of the process.
- U.S. Supreme Court released its decision today upholding the soft money ban in BCRA.

- The U.S. Court of Appeals for the Ninth Circuit, on December 8, 2003, upheld the right of Independents and voters with no party affiliation to vote in Arizona's Republican and Democratic primary elections.

#### Budget & Rules

- Updating 2004 Candidate Guide with proposed rule changes.
- Tax credit information distributed to CPAs. Steady flow of phone calls about tax credits. To date, Fund has received \$28,720 in tax credit donations.
- Fund Balance at the end of November 2003 was \$ 14,451,821. The \$3,825,577 was transferred to the general fund on December 2, 2003. Therefore, the current, actual balance after the transfer is approximately \$10.6 million.

#### Agenda Items for January 27, 2004 Meeting:

- Appreciation to Gene Lemon for his service to the Commission
- Consideration of Public Comment for Proposed Rule Changes
- Scope of Work for Public Relations Contract
- Approval of One-Party-Dominant Legislative Districts